College of Arts and Sciences   
Modern & Classical Languages, Literatures & Cultures

Please distribute form via official UK email so instructor and student both have copies for their records.

Incomplete Grade Contract

An Incomplete means that you will repeat the course from the beginning (without registering for it) the following semester, completing all the course assignments and in-class work as students enrolled in the course, and following the same policies. The grade you earn the following semester will replace the “I” on your transcript; if you do not complete the class during the following semester, the “I” will be replaced with an “E.” Grades of “Incomplete” are only available to students with excused absences for at least 20% of the class meetings. In order to receive an “I,” you must contact your instructor, who will verify that your absences are excused. You must then sign this form agreeing to the conditions outlined above; without the form on record, your grade will be an “E.” Keep in mind that carrying the extra course load without registering for it will likely require you to maintain at least 12 hours of coursework (to be considered a full-time student) in addition to the hours required for this course, and avoid the “Incomplete” if at all possible. If you choose to withdraw from the course, you still have the option of repeating it, and it will count towards your enrolled hours.

The only exception to this policy is some sort of crisis (health, family, etc.) during the last two weeks of the semester that would require only a small amount of work that could be completed quickly (within two weeks of the beginning of the following semester). Note: You will not be allowed to enroll in any course for which this course is a prerequisite until all work has been completed and a final grade submitted.

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| **Student Name** | | **Student Email** | | | **Student ID Number** | |
| **Instructor Name** | | | **Department**  MCLLC | | | |
| **Course Number & Section** | **Course Title** | | | **Semester** | | **Year** |
| **A. Statement of reason (s) for recording Incomplete:**  Sample language: Due to the number of absences and the amount of missed work, the only way the student will be able to complete the work is to repeat the course during the xx semester without re-registering for it. | | | | | | |
| **B. Description of course work already completed and current course grade:**  Sample language: Student has only completed xx and is currently failing the class. | | | | | | |
| **C. Description of work that needs to be completed, including timeline:**  Sample language: Student needs to repeat the course and will do so without registering for it during the xx semester. They will contact the instructor no later than the first day of classes to let them know which course section they will attend to be added to Canvas. They will be required to do all the same work and follow all policies as students registered for the course. | | | | | | |
| **NOTICE:** The work specified in Section C above must be completed and an appropriate grade change must be submitted by , 20 or the "I" will be replaced by a grade of "E" on the student's permanent academic record. This date, as specified by the instructor, shall not exceed 12 months from the end of the term in which the "I" was awarded or the student's graduation date, whichever occurs first. | | | | | | |